# **HIRSP Prescription Drug Claim**

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## INSTRUCTIONS

#### A. WHEN TO USE THIS FORM

This claim form is to be used to obtain reimbursement for a prescription drug that was not submitted on-line by your pharmacist because you did not present your identification card at the time the prescription was filled, or because the pharmacy which filled your prescription was a non-participating pharmacy.

Submit this form as soon as you have your prescription(s) filled in order to receive prompt payment. It IS NOT necessary to retain the form until you have filled in five prescription claims.

#### B. HOW TO COMPLETE THIS FORM

- 1. Complete the upper portion of the claim form under POLICYHOLDER information. Transfer the **Policyholder identification number** and **group number** from your identification card or enrollment application.
- 2. All correspondence and payment will be sent to the address on your ID card. If your address has changed, please contact the Customer Service number on the back of your card.
- 3. A separate claim form must be completed for each patient.
- 4. Complete the PRESCRIPTION information for each prescription. If you are unable to complete the form from information supplied on the prescription label and/or receipt, ask your pharmacist to complete the form.
- 5. The **original paid** pharmacy receipt (including the required drug information) <u>MUST accompany this form</u>. <u>Since pharmacy receipts cannot be returned, you may wish to make copies for your records</u>. Personal itemizations, tax statements, cash register tapes, and cancelled checks are not acceptable receipts.

**IMPORTANT:** The drug quantity and <u>EITHER</u> the drug name and strength <u>OR</u> National Drug Code is required and **MUST** appear on the submitted claim(s) or receipt(s).

- 6. For coordination of benefits, an explanation of benefits (EOB) from the other insurance OR a pharmacy statement explaining the other insurance payment must accompany the completed claim form and the pharmacy receipt.
- 7. FOR COMPOUNDED PRESCRIPTIONS ONLY If your pharmacist tells you this is a compounded prescription, you must complete the area below. <u>Ask your pharmacist for assistance in listing all ingredients used</u>. Should you have more than two compounded prescriptions, please use additional claim forms.

CLAIM	COMPOUND INGREDIENTS								
#	DRUG NAME	QTY	COST						
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CLAIM	COMPOUND INGREDIENTS								
#	DRUG NAME	QTY	COST						

# C. WHERE TO MAIL THIS FORM

Mail this form and your original paid pharmacy receipt(s) to:

Prescription Claims
Wisconsin Health Insurance Risk Sharing Plan
6406 Bridge Road, Suite 18
Madison, WI 53784-0018

## **NOTICE**

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any factual material thereto, commits a fraudulent insurance act, which is a crime.